Descripción de la asignación de voluntarios NU
TCDR000199--Operations and Procurement Specialist

El programa de Voluntarios de las Naciones Unidas (VNU) es la organización de la ONU que contribuye a la paz y al desarrollo en todo el mundo por medio del voluntariado. El voluntariado es una forma poderosa de involucrar a los ciudadanos para hacer frente a los desafíos en materia de desarrollo, y capaz de transformar el ritmo y la naturaleza del mismo. El voluntariado beneficia tanto al conjunto de la sociedad como a los voluntarios, fortaleciendo la confianza, la solidaridad y la reciprocidad entre las personas y creando oportunidades de participación apropiadas. Para impulsar la paz y el desarrollo, el programa VNU promueve el reconocimiento de la contribución de los voluntarios, trabaja con sus asociados para integrar el voluntariado en los programas de desarrollo y moviliza en todo el mundo a un número cada vez mayor y más diverso de voluntarios, incluidos Voluntarios de las Naciones Unidas. El programa VNU entiende el voluntariado como universal e incluyente, y reconoce el voluntariado en toda su diversidad, así como los valores que lo sustentan: libre albedrío, entrega, compromiso y solidaridad. En la mayoría de las culturas, el voluntariado está profundamente arraigado en antiguas tradiciones de cooperación y apoyo fuertemente establecidas entre las comunidades. En este contexto los Voluntarios de las Naciones Unidas participan en varias formas de voluntariado y juegan un papel esencial en el desarrollo y la paz junto a sus colegas, agencias receptoras y comunidades locales. En todas las asignaciones, los Voluntarios de las Naciones Unidas promueven el voluntariado por medio de su acción y conducta. La participación en actividades voluntarias puede enriquecer efectiva y positivamente su entendimiento de la realidad local y social, así como también crear un puente entre los voluntarios y la gente de la comunidad receptora. Esto hará que su tiempo como Voluntario de la ONU sea aún más satisfactorio y productivo.

Información general

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<th>País de la asignación</th>
<th>Chad</th>
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<td>United Nations Development Programme</td>
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<tr>
<td>Categoría de Voluntariado</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Número de Voluntario</td>
<td>1</td>
</tr>
<tr>
<td>Duración</td>
<td>12 meses</td>
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<tr>
<td>Fecha de Inicio Esperada</td>
<td>Inmediatamente</td>
</tr>
<tr>
<td>Lugar de Destino</td>
<td>Ndjamena [TCD]</td>
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<tr>
<td>Lugar de Asignación</td>
<td>Lugar de destino no apto para familias</td>
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<td>Observación sobre el lugar de asignación</td>
<td>Chad is classified as a non-family duty station</td>
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Condiciones de vida

Chad is a landlocked country in the centre of Africa. It is one of the poorest countries on earth, ranking 175th out of 182 countries on the 2009 HDI list. It is French-speaking and its capital is N’Djamena. It is in many respects similar to, although less mediatised than, its eastern neighbour Sudan, for instance in terms of the north-south divide (both geographically and societal/religion-wise); several latent or open internal conflicts and rebellions, among others related to ethnical tensions and/or land issues; ubiquity of small arms; large parts of the country have an ingrained culture of violence, are subject to frequent banditry (“coupeurs de route”) and are highly...
militarized; a large population of former IDPs and refugees; and strained relationships with its neighbours, not in the least with Sudan itself. Large swaths of the country are in “pre-/post-conflict” mode, and security is a serious concern everywhere, especially in the border area with Darfur/Sudan. The entire country is in Security Phase III, with the Abéché region and LAc region in Phase IV.

Because of the direct exposure to the various hazardous along with difficult living conditions, as mentioned in below paragraphs, Chad has been strictly declared as a non-family duty station.

The living cost in N'djamena is comparatively high as compared to Eastern Chad. UNV volunteers are usually encouraged to share the accommodation for the cost sharing and security purposes; a modest and furnished accommodation (on sharing basis) will between USD 500-USD 700/ month. N'djamena consists of few restaurants and some franchise chain of hotels, i.e. Kempinski and Novotel, which are expensive. In Eastern Chad, due to security reasons it is recommended to stay within UN guesthouses.

Food is usually available in N'djamena in the local market as well as few superstores “Alimentation Generale”. In Easter Chad too, vegetables and meat are available in local market, usually it’s an open fair once a week where most of the commodities can be purchased.

As Chad is a francophone country, therefore, people speak French and also Arabic. English is not a very common language. Daily transactions are made in either Euro or in local currency, named FCFA. Since climate in Chad is comparatively hot, therefore, you may not need to bring any warm clothing. Yet, it is advisable to at least bring one jacket for any unforeseeable weather changes.

Flexibility and the ability and willingness to live and work in hazardous and harsh conditions involving physical hardship and little comfort are essentials.

**Título de asignación**

Operations and Procurement Specialist

**SP Contexto Organizativo & descripción del proyecto.**

**Preamble:**

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both societies at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers.

In most cultures, volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities.

In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

**Organizational context and brief project description:**

UNDP works in about 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results.

UNDP is working to strengthen new frameworks for development, disaster risk reduction and climate change. We support countries’ efforts to achieve the Sustainable Development Goals, or Global Goals, which will guide global development priorities through 2030. UNDP’s Strategic Plan (2018-2021) has been designed to be responsive to the wide diversity of the countries we serve. The diversity is reflected in three broad development contexts:

- **Eradicate poverty in all its forms and dimensions**
- **Accelerate structural transformations**
- **Build resilience to shocks and crises**

The crisis in the Lake Chad Basin (LCB) is among the most severe in the world, with more than 9.9 million people in urgent need of life-saving assistance.
saving assistance and protection. The underlying causes of the LCB crisis include high inequality, perceived social injustice, a lack of social service provision, historic marginalization, inadequate economic opportunities, high levels of poverty, rapid demographic growth and the impacts of climate change and land degradation. Violent extremism in the region, particularly the Boko Haram insurgency, has further increased people’s vulnerability, disrupting livelihood, freedom of movement, commerce, local governance and the access to basic services.

UNDP has been supporting national and local authorities in Cameroon, Chad, Niger and Nigeria in delivering stabilization interventions since 2016. In 2017, UNDP supported the AUC and LCBC in facilitating a series of consultations and policy dialogues on regional and country level to identify the key issues on stabilization and deradicalization in Cameroon, Chad, Niger, and Nigeria. The AU and LCBC convened a Regional Stabilization conference from 2-4 November 2017 in N’Djamena, Chad on “Supporting the development of a framework for the Regional Stabilization Strategy for areas affected by Boko Haram”. The objective of the Conference was to develop a regionally applicable and acceptable policy proposal on stabilization, reconstruction and development in Boko Haram affected areas. As a follow-up, a workshop focusing on the screening, prosecution, rehabilitation and reintegraction of persons associated with Boko Haram was held in N’Djamena, Chad from 10–13 April 2018. In May 2018 regional actors at the sub-national level met in the framework of the “Lake Chad Governors’ Forum” in Maiduguri in order to foster regional cross-border cooperation among decision-makers. These political processes contributed to the development of the full-fledged Regional Strategy for Stabilization, Recovery and Resilience of the Boko-Haram-affected areas in the Lake Chad Basin. The finalized Strategy was adopted at an inter-Ministerial Conference of LCBC Member States on 30th August 2018, welcomed by the High-Level Conference on the Lake Chad Region organized in Berlin, September 2018 and endorsed by the Peace and Security Council of the African Union in December 2018. UNDP supported the LCBC and the AUC throughout the process of preparing the Regional Strategy and can have a key role in building the institutional capacity of LCBC to fulfil the functions ascribed in the strategy.

The Strategy provides a comprehensive, integrated and multi-level framework for overall stabilization, comprising of nine inter-related pillars which include military support to the MNJTF, provision of humanitarian assistance, and key interventions to secure early recovery and longer-term resilience. The Strategy recognizes the nexus between security, humanitarian and development issues, and calls for a “New Way of Working” to be at the heart of the response to the Lake Chad Basin Region crisis, in line with recommendations of the 2016 World Humanitarian Summit, demonstrating that scaling up development-oriented action in the LCB is encouraged.

In 2019 UNDP has developed a stabilization facility. This represents UNDP’s contribution to implementing the RSS. Dedicated teams are in the process of being established this will include establishing a secretariat to service the Governors Forum, supporting regional facility and cross border initiatives and overall coordination of the RSS. The UNDP-RSCA Chad is looking for an Operation and Procurement specialist.

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

Descripción de la tarea

Within the delegated authority and under the supervision of Head of Stabilization or his/her designated mandated representative(s), the UN Volunteer Procurement and Operations Specialist will:

- Administering contracts to ensure compliance with the contracts’ conditions, payment terms.
- Collection of information on internal and external clients’ satisfaction and needs in order to develop improvements to services;
- Ensuring full compliance of operations with UN/UNDP rules, regulations and policies, implementation of corporate operational strategies, establishment of management targets and monitoring of achievement of results;
- Ensuring implementation of agreed procurement arrangements
- Financial analysis and oversight for all resources managed by the RSF and RSS including contributions for general services and provision of high-quality professional advice to the facility coordinator and Head of Stabilization;

We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
- Good knowledge of UNDP procurement rules and regulations, ability to lead big procurement processes, like: technical evaluation, be the member of RFQ/RFP processes;

- Preparation and monitoring of management projects’ budgets in Atlas;

- Preparing in collaboration with UNDP, bidding documents, tender notices, and invitations for bids, evaluation of bids, issuance of contracts;

- Preparing yearly procurement plans, weekly, monthly, quarterly and yearly procurement evaluation reports;

- Proper planning and expenditure tracking of management projects’ resources and audit of financial resources, including extrabudgetary income in accordance with UNDP rules and regulations;

- Provide any logistical support in terms of Operations for events and workshops;

- Regular analysis and reporting on the budget approvals and the delivery situation of management projects;

- Reviewing in interaction with the project team, technical specifications for procurement of goods, works and services;

- Technical Advise for Procurement Plans, Processes,

- Undertaking procurement activities as per the Annual Work Plan and Budgets (AWPB) and Procurement Plan, which provides the estimated costs and the basis for the procurement methods for each procurement item under the project;

- Perform other duties as required and requested.

Además de lo anterior, a los Voluntarios de la ONU se les insta a:
• Fortalecer su conocimiento y entendimiento sobre el concepto de voluntariado por medio de la lectura de publicaciones pertinentes tanto del programa VNU como externas, así como desempeñar un papel activo en las actividades del programa VNU, como por ejemplo en los eventos de conmemoración del Día Internacional del Voluntariado (DIV); • Conocer y desarrollar las formas tradicionales y/o locales de voluntariado en el país anfitrión; • Reflexionar sobre el tipo y la calidad de la acción voluntaria que se lleva a cabo, incluida su participación en actividades realizadas periódicamente; • Contribuir con artículos/criticas (opiniones) de las experiencias en el terreno y enviarlas a la sede para su publicación en el sitio web, publicaciones, panfletos/boletines, notas de prensa, etc. del programa VNU; • Ayudar con el Programa de Mentores para los nuevos Voluntarios de la ONU; • Asesorar a grupos locales en el uso del servicio Voluntariado en Línea del programa VNU o promover el uso del servicio con individuos y organizaciones locales pertinentes cuando sea técnicamente posible;

Resultados / Resultados esperados

• As an active UNDP team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNDP and its beneficiaries in the accomplishment of her/his functions, including:

  • Implementation of operational strategies and UNDP procedures;
  • Monitoring and control of RSF operations duties;
  • Facilitation of knowledge building and sharing;
  • Efficient delivery of Procurement Plans and other duties relative to procurement.

• The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising)

8 Feb 2021
Cualificaciones/Requisitos

Nivel de Grado Requerido
Master degree or equivalent

Educación - Comentarios Adicionales
Advanced higher degree (Master’s or equivalent) in a relevant area, Business administration, public administration or area related; a first-level university degree or equivalent in combination with relevant training and/or professional experience may be accepted in lieu of an advanced university degree.

Experiencia Necesaria
60 meses

Comentarios sobre la experiencia
- At least 5 years of professional work experience at the national and/or international level in providing operations management advisory services and/or managing staff and operational systems, or other relevant programmes; experience in Procurement area is an asset, as experience working in the UN or other international development organization.
- Experience in procurement area is an advantage.
- Experience working in UNDP CO is an advantage.
- Recent experience in supervising teams.
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;
- Accuracy and professionalism in document production and editing;

Lingüísticas
- English (Mandatory), Nivel - Fluent
- AND - French (Mandatory), Nivel - Working Knowledge

Área de Experiencia
- Procurement and contracting Opcional
- Administration and administrative assistance Obligatorio
- Other premises management/maintenance, supply, or purchasing related experience Opcional

Requisito de area de experiencia
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development;
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- CIPS certification is a distinct advantage.

Necesita Licencia de Conducir
No
Condiciones del servicio y otra información

**Condiciones de servicio**


The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV’s offer.
In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US$ 1,682. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website http://icsc.un.org.

For UN Volunteer entitlements, kindly refer to the link https://vmam.unv.org/calculator/entitlements

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

Supervision, induction and duty of care of UN Volunteers (Roles and Responsibilities of Host Entities)

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;
- Inclusion of the volunteer in emergency procedures such as evacuations;

- Leave management;

- DSA for official travel, when applicable;

- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme;

- Investigate misconduct: sharing reports with the UNV;

- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities’ services during pandemics).

Código de aplicación TCDR000199-8746

Procedimiento para la aplicación

* Not yet registered in the UNV Talent Pool?
Please first register your profile at https://vmam.unv.org/candidate/signup. Important: After creating your account, complete all sections of your profile and submit it. Then go to ‘My Page’ at https://vmam.unv.org/candidate/mypage and click on the ‘Special Calls’ hyperlink. Lastly, select the special call to which you would like to apply.

* Already registered in the UNV Talent Pool?
Please first update your profile at https://vmam.unv.org/candidate/profile. Then go to ‘My Page’ at https://vmam.unv.org/candidate/mypage and click on the ‘Special Calls’ hyperlink to select the special call to which you would like to apply.

Application deadline: 21-02-2021

doa.apply_url https://vmam.unv.org//candidate/show-doa/VENEUjAwMDE5OQ==

Advertencia

El programa de Voluntarios de las Naciones Unidas es un programa basado en la igualdad de oportunidades, que recibe gratamente aplicaciones por parte de profesionales cualificados/as. Estamos comprometidos a lograr la diversidad en términos de género, nacionalidad y cultura.